

NSHS ESC MEETING MINUTES for 11 January 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Flow chart Customer Evaluation
2. Review redlined processes

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker,

LCDR Kennedy, LT Leonard, MR

Kirkbride

TIME:

FROM: 08:00 TO: 1130

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- HMCN Castillo
- CAPT Welbourn
- CDR Hearin
- LT Miller
- CDR Luke
- MR Behnke

- CDR Bryson
- MR Dumbeck
- HM1 Silva
- CDR Baker (Adhoc)
- CDR Whalen (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)
- LT Leonard (Adhoc)

MEMBERS NOT PRESENT

- CAPT Miller

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 4 January 2001	CAPT Wynkoop	
Flow chart Customer Evaluation	The CO opened the Customer Evaluation process with questions and concern before the flow-charting got underway. The Customer Evaluation process was not completed and will be completed at the 18 January 2001 ESC meeting.	CAPT Wynkoop	
Documentation number system	The ESC elected to adopt a numbering system for documentation control. If a process is Inter-Directorate it will be (NSHS 000) and if a process is just Directorate it will be, example (NSHS OA 000). This identifies the directorate code (OA) Academic Dean.	Mr. kirkbride	
Tuition Assistance	It was identified that Tuition Assistance is an Inter-Directorate process and the Senior Staff will be the Approval Authority.	ESC members	
Set agenda for next meeting	Next scheduled ESC meeting is 18 January 2001	ESC members	
Open action items	Action Item The IT will present the ESC members with a final draft of the Quality Manual by 18 January 2001.	ISO-IT	